Outbreak Management Plan for

St.Helen's Primary School

b/Educational Setting	**St. Helen's Primary School**
Activity / Task	COVID-19 Outbreak Management Plan
Completed by & Date	20th July 2021
Review Date	Reviewed 13.12.21 To be reviewed next January 2022

This document will be introduced in the event of a Covid outbreak at the school or in the event of changes to government guidance.

What are the hazards?	Who might be harmed and *how*?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
<u>Prevention</u>	Staff Pupils Volunteers Visiting staff	**Always in place:** Clean hands thoroughly more often than usual and at ceratin times of the day. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and anti-bacterial spray. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school. **In the event of an outbreak:**	**Always in place:** Ensure sufficient stocks of soap, paper towels and/or hand sanitizer available in all required locations. Ensure sufficient stocks of tissues and lidded disposal bins available for all classrooms. Ensure sufficient stocks of suitable cleaning products available and there is sufficient capacity to do the cleaning tasks ALL members of staff have been briefed on the	All staff MDS in hall at lunchtime	Daily throughout spring and summer term/ until risk subsides	

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		Minimise contact between individuals and maintain social distancing wherever possible Where necessary, wear appropriate personal protective equipment (PPE) Ensure adults wear face masks when social distancing is not possible. Restrict visitor numbers to those who are essential. Ring-fence affected groups (in line with PHE guidance) 3Request daily LFD tests from affected classes (KS2 and adults), PCRs where a positive case is known. <u>Ring-fenced groups organisation</u> Kestrel – EYFS – 25 children Owl – Year 1 – 24 children Hawk – Year 2 – 27 children Osprey – Year 3 – 30 children Eagle – Year 4 – 25 children Falcon – Year 5 – 20 children Kite – Year 6 – 24 children	expectations in class settings, outdoors and in staff rooms. At least twice weekly self-administered Lateral Flow testing for all staff. Staff to follow DfE guidance if a positive result is given. HT and office manager to communicate with staff and parents if a group closure is deemed necessary. See separate RA document. Asymptomatic testing RA.docx **In the event of an outbreak:** Packed lunch children eat in classrooms to minimise numbers in the hall. Children sit staggered in hall, not facing each other and in ring-fenced groups. Zones in dining hall for eating. Tables and chairs cleaned thoroughly between groups. Staggered entry, break, lunch and exit times.	All staff MDS in hall at lunchtime Class teachers All staff		

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			Variety of entry and exit points. Car park closed to facilitate SD when queuing to get in. Parents requested to wear a face covering when dropping/ collecting children. Minimise shared equipment and clean between uses. Children restricted to class areas/zones outside. No equipment to be shared between groups unless cleaned in between. Prioritise outdoor PE but if indoor PE must take place– one child per mat, open fire doors either side of hall and all windows to aid ventilation. Regular and effective communication with parents to ensure groups are maintained outside of school. Support BASC to maintain school group structure as far as possible or manage			

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			consistent groups within the group.			
Response to any infection		Single confirmed cases to be managed by NHS Test and Trace. Local outbreak tracked by following local health protection team advice. HT to contact LA to confirm an outbreak and follow PHE advice thereafter. **A Local Outbreak = 5 children/staff or 10% of children/staffwho have mixed closely test positive within 10 day period** Children who develop symptoms in school to be isolated in HT office while waiting to be collected. Staff dealing with these children to wear full PPE, ensure adequate ventilation and a thorough clean of all surfaces to be carried out after they leave. Any contaminated tissues etc to be quarantined for 72 hours in a double bag before disposal.	All staff aware of process following suspected case. HT to contact LA to request a supportive call in light of multiple cases. Follow health protection team directions for action to be taken. Communicate quickly and effectively with parents. NHS Test and Trace to contact close contacts of positive case. School to assist in the event of a large outbreak. Ensure home learning is in place for those isolating at home, as agreed in remote learning plan. Contact H& S governor.	All staff HT/ Office manager	As needed	

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			Utilise test kits sent to schools if appropriate			
Contingency planning for a further outbreak	Staff Pupils Any other adults in contact with the school	• In the event of a wider local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality.	Refer to critical incident plan, updated for Covid outbreak. Ensure home learning is ready for all children affected by closure. Engage with Test and Trace programme as appropriate Communicate with parents regularly and effectively Follow remote learning plan re. frequency and duration of remote learning provided. Ensure staff contact children who are not engaging with the learning platform within one week to troubleshoot/ encourage participation. Ensure vulnerable children are tracked separately to ensure	All staff Led by HT Parents and pupils	As needed	

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			engagement with remote learning and contact directly if not. Ensure staff are available to teach children of critical workers if school is closed linked to new government guidance.			
Social Distancing in school	Staff Pupils Any other adults in contact with the school	**In the event of an outbreak:** • Minimise contact between individuals and maintain social distancing wherever possible • Children to be kept in consistent groups • Minimise the number of adults who work with each group or across groups • Where an adult has to cross groups for operational reasons ensure they practise good hygiene between groups and maintain social distancing where possible. • Ensure staff do not spend more than 15mins in close proximity within a day.	Playground and field to be zoned to allow for separation of groups, cones on playground to make zones clear for younger children. Range of entry and exit times and points Clear communication with parents to ensure all stakeholders understand the rules. Reduce the amount of face to face contact by adapting	All stakeholders and visitors. HT	Daily throughout autumn term/ until risk subsides	

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		• All staff to wear face coverings where social distancing is not possible and in circulation spaces. • Ensure children are regularly reminded of the need for social distancing	seating arrangements in the classroom, including use of fixed seating plans in KS2. Remove any unnecessary furniture to maximise space Virtual/ class assemblies only Movement around the school kept to a minimum. No children to move around school unaccompanied. **Staff room – maximum 15 mins together, at 2m distance** No parents allowed within the school building unless essential. Then must wear face covering. Other adults wishing to meet with HT/staff to arrange a meeting which can be socially distanced and come outside of	Teaching staff Teaching staff Site officers All staff Office manager in connjunc		

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			school hours unless in an emergency. Adults visiting school must wear a mask. Parents requested to wear a face covering when dropping off/collecting children. Clear marking on playground/car park for waiting to be allowed in. All contractors to attend out of school hours, wear masks and follow Covid safe guidance.	tion with staff/HT		
Cleaning	Staff Pupils Any other adults in contact	**Always in place:** Clean hands thoroughly more often than usual and at certain times of the day. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and anti-bacterial spray.	• If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. • Ensure the COSHH risk assessment for	Staff Cleaners Site officers HT	Daily cleaning	

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	with the school	**In the event of an outbreak:** • More frequent cleaning procedures will be in place across the site, particularly in communal areas and at touch points including: o Taps and washing facilities, o Toilet flush and seats, o Door handles and push plates, o All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, o Telephone equipment, o Keyboards, photocopiers and other office equipment, classroom desks and chairs.	cleaning/caretaker activities has identified the correct process and PPE to be worn. • Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards. • Staff to clean frequent traffic areas at lunch time after packed lunch children have finished eating.		Daily in the event of an outbreak	
Lunchtime Catering facilities	Staff Pupils Any other adults in contact with the school	**In the event of an outbreak:** o Children eating dinners only in the hall o Staggered seating – children not sitting face to face o Thorough cleaning between groups o Hall 'zoned' for use by different groups.	Training for MDS to ensure they understand the new routines Protocol shared with all as a reminder All staff to read, sign and agree to abide by 'Mitigating risks' document	Teachers MDS	In the event of an outbreak	

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		○ Children handed cutlery by staff, not choosing from a tray ○ Salad bar srved by kitchen staff ○ Staff to pour water	Staff to wear a face covering when assisting children in the hall.			
Fire Safety	Staff Pupils Any other adults in contact with the school	**Always in place:** • All emergency escape routes / doors are fully operational and kept clear. • Regular fire evacuation drill to practise evacuation with social distancing. **In the event of an outbreak:** • Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.	Ensure all fire doors are shut, despite requirement for good ventilation, unless during PE sessions. Classes to line up in usual area but with sufficient social distancing between groups	HT All staff	Fire drill by 25/9/21 And 4/11/21 And 15/3/22	
Access/Egress of school building	Staff Pupils Any other adults in contact	**Always in place:** • Staff to clean frequently touched surfaces at lunch time • Children to wash hands frequently throughout the day, particularly when coming into the building/ changing space **In the event of an outbreak:** • Minimise traffic around school	• Clear communication by letter with parents before opening for critical worker/ vulnerable children in the event of guidance changes • Parents and staff to wear a face covering at these times.	HT Teaching staff Support staff Site officer	In the event of	

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	with the school	• Staff to open doors for children to minimise touching of surfaces • Staggered entry points and times to minimise crossover of groups • Contractors only allowed into the building during the school day in emergencies, otherwise before and after school, with appropriate PPE.	• Reminders to children to wash hands for 20 seconds. • All external doors to be help open on a hook to ensure easy access without touching the door and adequate ventilation. • Hand sanitisation points at each entry/exit point. Ensure these are kept full		an outbreak	
First Aid	Staff Pupils Any other adults in contact with the school	**In the event of an outbreak:** • As many teaching staff as possible have up to date First Aid training. Staff to administer first aid within their group, if trained. • MDS with first aid training only to be deployed as first aid cover at lunch time. • Review of the First Aid policy to include consideration of the risk of infection of covid-19. • Four staff have pedaitric first aid certificate that is in date. Ensure at least one is in the building at all times.	Ensure adequate supplies of first aid equipment are available in every group and kept well stocked Staff to wear PPE if a child displays any symptoms 1 member only of MDS staff to accompany children into school if necessary following first aid treatment.	C. Rouse Office manager Finance manager to ensure adequate supplies	In place by 7/9/21 Reviewed in the event of an outbreak	

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Waste	Staff Pupils Any other adults in contact with the school	**Always in place:** • Bins should be emptied daily. • Lidded bins in each class used for disposal of tissues • If a child/ adult shows symptoms of Covid – 19 all waste linked to their isolation/ support is double bagged and quarantined for 72 hours before disposal	• Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.	Cleaning staff Site officers HT to monitor Covid related waste	Daily from 7/9/21	
Break/Lunch times	Staff Pupils	**In the event of an outbreak:** • The school may stagger breaks/lunchtimes to achieve social distancing. • Playground and field to be zoned to allow for additional distancing measures. • Staff to remain at a distance from children during break duty and avoid face to face contact.	Ensure all staff understand how to deal with an emergency during break time – **adult to come to staffroom, not children** Staff to remind children of zones on playground and field when they return after half term. HT/ Office manager to remind MDS staff.	All staff HT	In place from 7/9/21	
Staff/Pupils within the	Pupils	**In the event of an outbreak:** • Check the advice from consultants re. attendance for any child at risk and request copy of GP letter	Ensure excellent hand hygiene when administering first aid to these children. Ensure no face to face contact	HT Classroom staff TAs	.	

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vulnerable group		• Risk assessment in place if necessary • Home learning offered immediately if they need to isolate.	Ensure all staff are aware that they are at increased risk following infection	MDS		
Contractors	Staff Pupils Any other adults in contact with the school	**Always in place:** • All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. • All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. **In the event of an outbreak:** • All contractors to agree to hand sanitisation, mask wearing and cleaning measures before entering	Liaise closely with property management company to ensure planned work happens outside school hours. Contractors onsite in school time only in response to an emergency.	Finance manager HT	In place by 7/9/21	
Property Compliance	Staff Pupils Any other adults in contact with the school	**Always in place:** • The school has ensured that relevant property statutory compliance checks have been completed and records updated. • Daily and weekly checks have been reinstated and pre-opening checklist completed.	• All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.	HT Finanace manager	From 7/9/21	

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Hygiene	Staff Pupils Any other adults in contact with the school	**Always in place:** • The school has a suitable supply of soap and access to warm water for washing hands. • Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. • All staff are aware of expectations of hand washing frequency and duration **In the event of an outbreak:** • Staff to ensure additional hand washing before and after lunch and if a child uses a tissue etc • Children setaed in zones in the hall, all tables and chairs sanitised and children wash hands on way out of hall.	Office manager to ensure MDS staff and volunteers sanitise their hands on entry Ensure there is sufficient access to hand sanitiser and/or soap and water at all times.	Staff Office manager	From 7/9/21	
Accident reporting Covid-19 incidents	Staff Pupils	**Always in place:** • The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous	Contact H&S governor – Matt Brown Contact Sarah Knott – H&S adviser	Office manager HT	By start of term	

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	Any other adults in contact with the school	<u>Occurrences regulations (RIDDOR)</u> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. • For further advice and guidance you should contact your competent Health & Safety Adviser.		H&S governor		
Administrative Staff	Staff Pupils Visitors	**Always in place:** • Administrative staff to work in separate rooms to allow for social distancing. • Make admin staff aware of hand hygiene requirements • Where government guidance requires office staff to work from home where possible.		HT Admin staff	By 7/9/21	
Personal Protective Equipment	Staff Pupils Any other adults in contact with the school	**In the event of an outbreak:** • Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. • Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue	PPE used when looking after a suspected Covid-19 case must be double-bagged and quarantined for 72 hours before disposal Staff may wear masks when working closely with children if they feel safer by doing so.	Site staff HT (in case of a suspected case)	From 7/9/21	

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		employees with appropriate Personal Protective Equipment. • Re-usable PPE should be thoroughly cleaned after use and not shared between staff. • PPE can be used by the designated staff member in the event of a positive case being identified inn school.	Parents will be informed of this if staff take up this option. All staff will be allowed to wear a visor/face covering if they choose and will also be required to wear a face in circulation spaces if they cannot guarantee 2m distancing. Staff will be requested to wear face masks when speaking to parents and maintain 2m distance.	All staff	In the event of an outbreak	
Behaviour	Staff Pupils	**Always in place:** • Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. • School will carry out inductions to inform staff and pupils of the changes. • Encourage staff to cooperate with government plans for contact tracing.	Review the behaviour policy to see if any changes are needed to reflect the new situation. Write individual risk assessments/IBP's for children with SEND where behaviour may pose a problem using the MARA form provided by LA.	HT All staff FGB Senco	Agreed with staff in 1/9 and then by FGB on 23/9. Commun icated	

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					with parents straight afterwards.	
School Staffroom	Staff	**In the event of an outbreak:** • Socially distanced seating and coffee area marked in room • Staff understand not to spend more than 15mins together, even socially distanced • Remind staff when guidance changes	Staff will be required to wear face coverings in circulation spaces, where 2m distance cannot be maintained.	HT Staff	In the event of an outbreak	
Infection Control	Staff Pupils	**Always in place:** • Staff and pupils have access at all times to water and soap for hand washing. • Embed hand washing into routine of school day **In the event of an outbreak:** • Removal of shared items eg. Utensils • Minimise sharing of resources/ clean between use by different groups	Communicate expecations with parents so that all children have been pre-warned before they arrive in school. Regular reminders for children, parents and staff of the need for excellent hygiene, especially following re-opening after third lockdown.	All staff Children Parents	Communication with parents via regular newsletter or update in the event of an outbreak	

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Equality Impact Assessment	Staff & Pupils	• An equality impact assessment has been completed and can be accessed from the head teacher		HT	Upon request Created on 5/6/20	
Lack of staff	Pupils	**Always in place:** • Assessment of availability of staff for all activities during the school day, including break and lunchtimes • The extent to which existing planning, schemes of work will need to be adapted • Cooperation between existing staff to facilitate safe learning for all	Check availability and exclusivity of regular supply staff Keep parents informed if we may have to close a class due to safety concerns because of a staff shortage.	Office manager HT	By 7/9/21	
Increased risk of transmission	Staff and Pupils social distancing	**In the event of an outbreak:** • Ensure availability of staff is adequate • Ensure that social distancing measures can be maintained at all times or other measures are in place where this is not possible • Review activities that can be carried out • Pupils are discouraged from bringing any equipment into the school. They should	• Pupils can bring in lunch boxes and reading books from home. • Reading books will be quarantined between children • If a suspected case occurs the resources used by that child will be quarantined until a negative test result	HT All staff	By 7/9/21	

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		be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily.	is returned/ for 14 days if a positive test result is returned. • Only one group of children will have access to the Nest. • Visiting tutors as part of the catch up programme will be given a copy of the school outbreak management plan. They will have access to hand washing facilities, cleaning materials to sanitise working spaces between groups and spaces big enough to allow for social distancing from children.			

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Learning outside the classroom (day trips, etc.)	Staff and Pupils	**Always in place:** • keeping children within their consistent group, and the COVID-secure measures in place at the destination • Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. • Ensure venue has appropriate Covid-19 RA and control measures in place • Share RA for venue with volunteer helpers. • Ensure RA for visiting providers (HSSP, Out and In) has been approved	Ensure trip is logged on Evolve and an appropriate RA completed	Visit leader HT PE coordinator		
Extra-curricular activities (coaches, tutors, after school)	Staff and Pupils Visiting providers	**Always in place:** • Ensure all outside providers have appropriate Covid-19 measures in place • Ensure staff and pupils are aware of control measures needed to stay safe • Ensure venues have hand washing facilities available • Maintain groups at all times • Ensure volunteers understand and implement control measures • Ensure RA for the trip references controls linked to Covid-19	If a trip goes ahead children must adhere to the RA of the coach company.	Trip leader HT	At point of booking event/ activity	

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		• Ensure visiting tutors/ coaches etc follow school control measures • Ensure all adults where an appropriate face covering on transport				
Physical activity	Staff and Pupils	**Always in place:** • Children will wear PE kit to school on their PE days. **In the event of an outbreak** • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene • Pupils should be kept in consistent groups • Sports equipment thoroughly cleaned between each use by different individual groups • Contact sports to be avoided. • Indoor PE – one child per mat • Ensure adequate ventilation of the hall – all doors and windows open, including fire doors, but close fire doors after session	For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)	All staff PE Lead	From September 2021	

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Signage	Staff and Pupils Visitors Volunteers	**In the event of an outbreak** • Social distancing signs outside school and regularly spaced within the building • 2m markings outside school for parents and children to use when waiting to come into the building. • '5 steps to working together' Covid secure poster displayed in school lobby and outside HT office • Sanitise your hands before entering signs on all external doors and sanitiser available • Hand washing advisory posters in all toilets, children and adult	Clear communication with parents in advance so that expecations are clear and signage only a reminder	HT Site officers Staff to report if signs go missing	In the event of an outbreak	

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